

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

EEG/EKG ASSISTANT

JOB DESCRIPTION

Employees in this job operate electroencephalograph and electrocardiograph instruments used to assist in the diagnosis of human brain (EEG) and heart (EKG) disorders.

There are three classifications in this job.

Position Code Title – EEG/EKG Assistant-E

EEG/EKG Assistant 6

This is the entry level. The employee in a learning capacity performs a range of EEG/EKG assistant assignments while receiving on-the-job training and close supervision.

EEG/EKG Assistant 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of EEG/EKG assistant assignments.

EEG/EKG Assistant E8

This is the experienced level. The employee performs a full range of EEG/EKG assistant assignments and uses judgment in making decisions based on established methods and procedures. Guidance and direction are generally available as needed.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Operates an electroencephalograph and an electrocardiograph in accordance with standard procedure.

Prepares equipment and materials for testing.

Instructs patients and obtains their cooperation during tests.

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Places electrodes on the proper areas of the patient's head or body.

Manipulates the selector switches to obtain all combinations necessary for a complete record.

Notes unusual movements in the tracings caused by outside disturbances.

Records, classifies, and files electroencephalograph and electrocardiograph records.

Maintains and makes minor repairs to the equipment.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the areas listed is required at the intermediate level and considerable knowledge is required at the experienced level.

Ability to follow oral and written instructions.

Ability to record technical information.

Ability to establish good relationships with patients.

Ability to maintain the equipment used in the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Knowledge of the principles and procedures used for electroencephalograph and electrocardiograph tests.

Knowledge of the techniques used in obtaining clear and accurate tracings.

Knowledge of the operation of the electroencephalograph and electrocardiograph.

Knowledge of electronics as related to the operation of an electroencephalograph and an electrocardiograph.

Working Conditions

Some jobs may require direct contact with prisoners or patients.

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Some jobs may be located in correctional facilities, veteran and mental health hospitals, and health screening offices.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

EEG/EKG Assistant 6

No specific type or amount is required.

EEG/EKG Assistant 7

One year of experience as an EEG/EKG assistant.

EEG/EKG Assistant E8

Two years of experience as an EEG/EKG assistant.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

EEGEKGAST

Job Code Description

EEG/EKG Assistant

Position Title

EEG/EKG Assistant-E

Position Code

EGKGASTE

Pay Schedule

L32-004